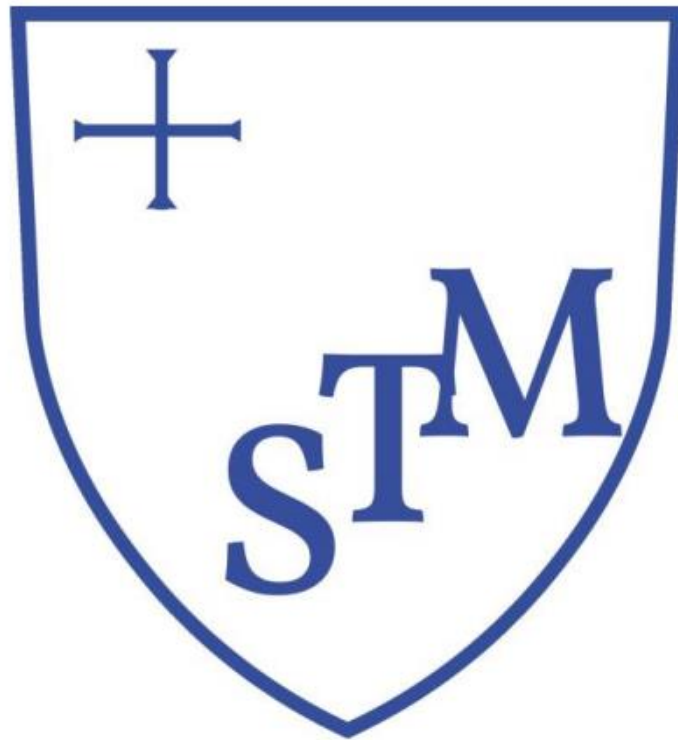


St Martin's C of E Primary School



Educational Visits Policy

This policy has been formally adopted by the Governing Body

on: 21st November 2024

Educational Visits Policy

At St Martin's CofE Primary School, we believe that activities that are outside the normal curriculum are an important additional experience for young people. They enhance the young person's development in terms of learning new skills, broadening their horizons and encountering new personal, social and educational experiences. However, for such activities to be successful they require proficient preparation and management. The more complex the activity the more potential there is for mishap. The aim of this document is to provide guidance to ensure that all such activities are carried out safely.

St Martin's CofE Primary School has adopted the official Sandwell Policy for off-site activities and onsite adventures (revised June 2020).

Aims and Objectives

The purpose of this policy is to provide staff with the appropriate guidelines that they require for planning off site and out of hours activities so they meet the requirements of the local authority and the Outdoor Education Advisers' Panel (OEAP).

Legal requirements

All legal requirements are set out in the adopted Sandwell Policy. Employees of the local authority and school have a duty of care to the children (this will be overseen by the teacher). At all times a teacher has a duty of care for young people under his/her supervision.

The law expects "effective supervision" for off site and out of hours activities so therefore it is the schools' responsibility to ensure the correct level of supervision is provided. The nature and location of the activity, the competence and experience of staff, together with the age and ability of the young person, determine the degree of supervision required.

The adopted Sandwell policy states:

- 1 adult for every 5 children (5 years and under)
- 1 adult for every 6 children in school years 1 and 2.
- 1 adult for every 10 children in school year 3.
- 1 adult for every 15 children in school years 4 to 6.

Where there is a mixed gender group every effort should be made to ensure male and female staff attend.

In the instance that a child is in need, two adults must be available to accompany.

It is important to remember that these ratios are a minimum requirement. Some activities, for example adventurous activities, will require a higher ratio.

Responsibilities

The following section identifies the functions, roles and responsibilities that key people hold.

Local Authority:

- Ensuring that EVCs, visit leaders and other establishment staff involved in educational/off site visits are assessed as competent in their specific tasks.
- Monitoring the work of EVCs in schools/establishments to help identify training needs and appropriate levels of delegation.

Governors:

- Ensure that the head teacher and the EVC are supported in matters relating to educational/off site visits and that they have the appropriate time and expertise to fulfil their responsibilities.
- Ensure that the head teacher and the EVC have taken all reasonable and practicable measures to include participants with special educational needs or medical needs on a visit.

Head teacher:

- Ensure teachers/leaders are made aware of and understand LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff.
- Ensure that the EVC briefs the leader and supervisors have ready access to them during the visit.

Educational Visits Coordinator:

- Assess the competence of leaders and other adults proposed for a visit and change accordingly if required.
- Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.

Visit Leader:

- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Ensure the ratio of supervisors to participants is appropriate for the needs of the group.

Staff conduct

While on an educational visit/off site activity staff will remain professional and act as role models at all times. While on residential visits it is the staff's responsibility to ensure an adequate number of adults are on duty at all times. This includes ensuring that the appropriate ratios are met and staffs do not leave the site if these are not met. While off duty staff will not be able to drink alcohol; as in case of an emergency they may be needed to be back on duty. It is also school staff's responsibility to provide all pastoral care on such visits.

Staff who are supervising children on a trip will also need to dress appropriately for the task and activities in hand. If the children are asked to be in school uniform, then staff should

dress as they would for a usual school day.

Approval Procedure

An Evolve application for an off site visit must be put in at least 6 weeks prior to the departure date. If it is an out of hours, adventurous activity or residential trip then an application must be submitted at least 8 weeks before the departure date. This is because the LA requires 6 weeks to approve the application.

The following order will be followed when submitting an application:

- Visit leader to submit the application.
- EVC will assess and approve/decline the visit.
- Head teacher approval – then the LA if necessary

Risk assessment responsibilities

It is the responsibility of the visit leader to carry out the risk assessment. The EVC will support and assist where necessary.

When using an external provider, the school will not request a risk assessment when the external provider is leading the activity, but they will request to have in writing that the provider has an up to date risk assessment. The school will put their own risk assessment into place.

Mandatory forms

When carrying out an educational visit/activity it is the responsibility of the visit leader to complete the following forms:

- Emergency Consent form
- Parental consent form – Specific consent is required if the visit is residential, overseas or has an element of adventurous activity or if the child is in EYFS (the latter can be completed as a 'tearaway slip' at the bottom of the initial letter.
- Risk assessment
- Incident forms (if needed)

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

The school will appoint a member of the Senior Leadership Team as the emergency contact for each visit. If the visit is residential, details of two emergency contacts should be provided. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Monitoring

Monitoring of educational visits will take place on a regular basis. This is so that the head teacher is confident in knowing that pupils are safe at all times and that proposed outcomes are met. Monitoring will be the responsibility of the head teacher and the EVC.

The following areas will be monitored:

- The planning and approval process.
- Evaluations of visits.
- Observation of visit leaders in action (field monitoring)
- Accidents/incidents

Record Keeping

Records relating to educational visits need to be kept for 14 years after a visit. If there is an incident on a trip it needs to be kept for 25 years. However, as St Martin's CofE Primary School has adopted the Sandwell policy and therefore Evolve, all records will be stored electronically.

The only hard copy that needs to be kept is one sample consent form. Risk assessments for trips that occur on a regular/yearly basis can be used again, however they will need to be updated and amended accordingly and annually.